

Chief, Economic Research Area

16 November 1954

Chief, Services Division

Plan for Briefing Clark Committee Staff

1. Our tentative plan for briefing the Clark Committee Staff is as follows:

- a. Time period: two hours.
- b. Security classification: all source.
- c. Briefing staff: Acting Division Chief, two staff officers, and three Branch Chiefs (Transportation, Communications, Organizations and Management). In addition, the entire staff of the Division will be requested to stand by and to be prepared to answer questions during the two-hour period.
- d. Extent of participation in briefing: The bulk of the briefing will be given by the Acting Division Chief. Other members of the briefing team will be available for answering questions. If detailed briefings on branches are requested, we will attempt to give them on the Transportation and Communications Branches.
- e. Outline of briefing: Authority, Mission, Functions, Organization, Representative Contributions to Economic Intelligence Research.
- f. The following information will be assembled for the Briefing:

- (1) FY '55 Division Budget.
 - (a) Salaries
 - (b) Travel
 - (c) External Research
 - (d) Average salary
- (2) Division man-hour reports, showing breakdown by functions.
- (3) Organization of each branch, listing personnel by grades.
- (4) Budget for each branch.

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- (5) Mission of each branch.
- (6) Brief resume of the background of each person in each branch.
- (7) A file of major studies and contributions produced by each branch.
- (8) A file of comments or commendations on studies prepared by the Branches or Division.
- (9) A statement of the position of each branch in the intelligence community. Rationale for duplication and progress made in coordination.
- (10) A statement of the responsibility of each branch for work in "the other agency".
- (11) The total man-hours expended in the production of specific representative studies in each branch.
- (12) Branch man-hour reports, showing breakdown by functions.

2. In our briefing of the Clark Committee Staff, we will try to emphasize four things:

- a. The importance of our staff function.
- b. The all-source aspects of our research.
- c. Our efforts in coordination leading to coordinated research programs for filling significant research deficiencies, and to the production of agreed intelligence for use in National Intelligence Estimates.
- d. The importance we attach to training career employees in order to obtain the skills required for this intricate job.

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